

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:
VACANCY ANNOUNCEMENT NO. 54-06

DATE:
June 06, 2006

POSITION TITLE : Voucher Examiner
LOCATION : American Consulate General Frankfurt, Financial Management Center
OPEN TO : All Interested Candidates
SALARY : Ordinarily Resident: EURO 34,582 p.a. (starting salary) *
Position Grade: FSN-06

Not Ordinarily Resident: US\$ 28,183 p.a. (starting salary) **
Position Grade: FP-08
Actual grade to be determined by Washington **

(*) Full Performance Level: The successful candidate may be hired at a training level, i.e. pay grade below the full performance level, if management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards the FMC specific procedures, programs and policies.

SCHEDULE : Full-time, 40 hrs./week
OPENING DATE : June 06, 2006
CLOSING DATE : June 20, 2006 (close of business)
SECURITY REQUIREMENT : Selected candidate will be required to undergo both a medical and security clearance prior to employment.

NOTE:

Non-German/Non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the MFA, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs.** Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application through regular mail for each position s/he is applying for. No fax application can be accepted.

Application Procedure: Interested candidates must submit either an "Application for U.S. Federal Employment" (DS-1950 or OF-612, or a current resume or curriculum vitae that provides the same information as on DS-1950 or OF-612. Both, "Application for U.S. Federal Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

An Ordinarily Resident (OR) hired under the Local Compensation Plan (LCP) will be entitled to the following benefits:

7% Christmas Bonus calculated of the annual basic salary
5% Vacation Bonus calculated of the annual basic salary
Employees entering the USG service under the age of 45 will be enrolled in the Retirement Benefit Plan
Payment of Meal Allowance
Payment of Wedding and Birth Benefits
30 days annual leave for employees over the age of 30
German and American Holidays paid off

BASIC FUNCTION OF POSITION: (A copy of the complete position description listing all duties and responsibilities is available in the HR Office)

The incumbent is responsible for processing of moderately complex vouchers such as purchase of goods, medical, ORE, representation, shipping, transportation, travel related and other miscellaneous vouchers. Incumbent interacts with FMC Financial Analysts and Regional Procurement staff to ensure the existence of obligations and funds availability, calling up RFMS accounting records in the data-base to effect payment of processed, and journal vouchers. S/he processes Value Added Tax applications and documentation received from employees and vendors in order to start reimbursement from the German Finance Office. Fund transfers are initiated in accordance with ICASS provisions and credited to the proper accounts. Incumbent must possess knowledge of complex provisions of contracts, leases and regulations in order to deal with unusual issues and circumstances. S/he must be able to interpret and apply guidelines and regulations to vouchers and payments submitted to FMC for processing.

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QUALIFICATIONS REQUIRED:

- **EDUCATION:** Documented completion of secondary school is required.
- **EXPERIENCE:** Two years of performing progressively responsible work in voucher examining, allotment accounting or bookkeeping is required.
- One of the two years must have been in the USG service as a voucher examiner at the next lower grade.
- Successful completion of the FSI correspondence course for voucher examiners is mandatory to reach the full-performance level.
- **LANGUAGE:** Level III (good working knowledge) in English and Level IV (fluent) in German (speak/write and read) is required.
(Language ability may be tested during the interview process)
- **KNOWLEDGE, SKILLS, ABILITIES:**
- Typing level II and computer skills (Excel) to maintain the financial data base is required. (May be tested during the interview process)
- Ability to use a 10-key calculator by touch. (May be tested during the interview process)
- Ability to read, interpret and apply provisions of travel authorizations, purchase orders, leases, contracts. (May be tested during the interview process)
- Incumbent must be able to write about and discuss moderately complex travel/transportation issues with Consulate and Embassy employees of all levels. (May be tested during the interview process)

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof of U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, budget, residency status and whether applicant has work permit, in determining successful candidacy.

**If you would like your application materials returned, a self-addressed pre-stamped envelope must be submitted with your application.
The Consulate will not refund any travel expenses incurred by the interviewee.**

Submit Applications To:
American Consulate General
Human Resources Office
LE-Staff Recruitment
Gießener Straße 30
60435 Frankfurt am Main

<http://frankfurt.usconsulate.de>

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets **all** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive a U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

CLOSING DATE FOR THIS POSITION: June 20, 2006

The US Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MGT/HR: FBachmann Cleared: MGT/HR: CASTachowitz Approved: MGT: BCBryson
FMC: BJHill

Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

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